



## APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE  
DEPARTMENT OF ARCHIVES AND HISTORY  
RECORDS MANAGEMENT DIVISION

**INSTRUCTIONS:** See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

FOR AGENCY USE		FOR RECORDS MANAGEMENT USE	
Application Date	1. Agency Address DEPARTMENT OF TRANSPORTATION DIVISION OF ADMINISTRATION OFFICE OF GENERAL SUPPORT SERVICES ATLANTA, GA. 30334	Application Number <b>83-829</b>	
Application Number		Date Received <b>MAY 24 1983</b>	Date Completed <b>JUN 7 1983</b>
2. Person to Contact Ann Mathews		Working Title Administrative Secretary	Telephone Number 656-5566
3. Action Requested a. <input checked="" type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input type="checkbox"/> Amend Application No. _____ Check One: <input type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void			
4. Dates of Series Earliest      Latest 1975      TO DATE	5. Records Series Title (followed by title used in office, if different) Transportation Account Administrator's Subject File		
6. Division and Office Function      What is the function of the Division and the Office in which this record series is created? Division of Administration provides staff support to the Department in the areas of General Accounting; Audits and Fiscal Procedures; Personnel and Training; Contracts Procurement and Administration; Equipment Control; Purchasing; Inventory and Warehouse Control; General Files; Records Management; Department Budget; Safety Risk Operations and Telecommunications  General Support Services is responsible for Contract Procurement and Administration; Equipment Control; Purchasing; Inventory and Warehouse Control; General Files; Records Management; Department Budget; Safety and Risk Operation; Telecommunications; Heating and Aircondition			
7. Record Series Description      This file contains the following documents (include form numbers and titles, if any): Attach samples of the file.  Documents relating to: Directing the activities of General Support Services  Included are: but not limited to, are inter-department and intra-department correspondence, letters, and schedules concerning the functions and tasks of General Support Services which includes budget, procurement, records management, general files, warehouse and inventory Heating and air condition, safety and risk operation, property control, equipment cost accounting, and telecommunications  File is arranged: Alphabetically by Subject			
8. Monthly Reference Rate      How often are records referred to which are: One to six months old <u>daily</u> ; Seven to twelve months old <u>daily</u> ; Thirteen to twenty-four months old <u>4</u> ; twenty-five months and older _____?			
9. Annual Rate of Accumulation of Records Letter-size drawers <u>4</u> ; Legal-size drawers _____; Shelves _____; Other (specify) _____			

YES	NO	10. Questionnaire (Place an "X" in the proper column)
X		a. Is this the official copy of the series? If not, where is it?
	X	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
	X	c. Is this a vital record?
	X	d. Does this series have historical or long term research value?
	X	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
	X	f. Is the information contained in this series ever published? If yes, attach copy.
	X	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
	X	h. Is there a duplication of this series in your office, or in another office or agency? If yes, where?
	X	i. Is this series (or a major portion of it) regularly microfilmed?
	X	j. Does the record series result in a computer printout?

#### 11. Retention Requirements

The following requires the series to be kept:

- |                          |              |                                   |                |
|--------------------------|--------------|-----------------------------------|----------------|
| a. State Law             | _____ years. | Administrative                    | _____ years.   |
| b. Statute of limitation | _____ years. | d. Audit period                   | 3 _____ years. |
| c. Federal law           | _____ years. | e. Administrative need            | 5 _____ years. |
|                          |              | f. Federal retention instructions | _____ years.   |

Attach copy or excerpt of laws or regulations. Explain administrative need.

Need to retain information for reference to

(1) Analyze the decision making criteria, and

(2) Review changes in philosophy regarding Department policy

#### 12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☒ Calendar Year; ☐ Fiscal Year; ☐ Other \_\_\_\_\_ then,

- ☒ Hold in the current files area \_\_\_\_\_ month(s) \_\_\_\_\_ 3 \_\_\_\_\_ year(s); then
- ☐ Transfer to local holding area; hold \_\_\_\_\_ year(s); then
- ☒ Transfer to State Records Center; hold \_\_\_\_\_ 2 \_\_\_\_\_ year(s); then
- ☒ Destroy.
- ☐ Transfer to State Archives for permanent retention.
- ☐ Other (Specify)

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
<i>Arthur A. Vaughn</i>	5/20/83	<i>Martha B. Beck</i>	5/20/83
		State Records Committee (Signature)	Date
Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)		State Auditor/Designee <i>Norman J. Smith</i>	6-6-83
		Secretary of State/Designee <i>Edward W. Eldon</i>	5/31/83
		Attorney General/Designee <i>Henry H. Rogers</i>	6-5-83